

State of Rhode Island
Grant Management Office



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Grant Management System (GMS) Subrecipient and Applicant Training

May 2, 2023

Agenda

Questions are welcome! Please use the chat function to ask questions. The session will be recorded. We will respond to all questions via a follow up FAQ document that will be shared with all participants. If you have additional questions related to the training email: doa.grants@doa.ri.gov

01

Intro -

Project background, overview of new process

02

Annual Org Registration -

Review of Annual Organization Registration

03

Applying -

System demo of how to apply for a subaward

04

Accepting Awards -

System demo – how to accept an award

05

Managing Awards -

System demo – how to manage your award

06

Support and Resources -

Overview of how to contact support and the new Grants Office website resources

New Grant Management System

The State engaged eCivis in August 2021 to implement a new statewide grant management system. Beginning in April 2022, State Agencies began training on issuing subawards through the system. State Agencies are transitioning subaward issuance to eCivis, generally as new application cycles begin. Beginning July 1, 2023, agencies will use the system for all new subaward issuance per 220-RICR-20-00-2

Subaward Solicitations

Rhode Island Funding Opportunity Page – is the single stop for State of Rhode Island funding opportunities.

- Subaward: federally funded grants
- Training covers subawards, not contracts
- [RI Funding Opportunity Page](#)

eCivis Portal - Applications

The eCivis Portal is free for applicants and subrecipients.

- Only the person that created the application can access it. Coordinate internally to determine who is responsible for submitting each application.
- After award, you can add colleagues to the grant in eCivis Portal.

eCivis Portal – Award Management

Use eCivis Portal for Award Management

- Invoicing
- Reporting
- Amendments
- Subrecipient Monitoring
- Closeout

What's Changing?

	New: Subawards in eCivis Portal	Old: Subawards pre-eCivis Portal
Solicitations	Solicitations on RI Funding Opportunity website	RFPs on Agency or Purchasing website
Binding Doc	Subaward Agreement	Purchase Order (plus signed Contract or Subaward Agreement)
Unique ID	Subaward Number	PO Number
Invoicing	Invoicing via GMS <ul style="list-style-type: none"> • Same backup requirements • GMS workflow to RIFANS workflow • Invoice Number: Assigned by Agency 	Invoicing via email/paper/I-Supplier
Award Management	Reporting/Amendments/Closeout via GMS	Reporting/Amendments/Closeout via email or snail mail

What's the Same?

- Federal program requirements still apply. Terms and conditions of federal awards roll down to subrecipients
- Your authorized representative will still be signing a subaward agreement
- Still a fixed start date. State will not reimburse costs incurred before start date (unless allowable under specific program)
- Still need to be registered in Ocean State Procures (OSP) to be paid
- Still need unique federal identifier, now Unique Entity Identifier (UEI) in place of DUNS

- Grants Management
- Announcements
- Grant Management System (GMS)
 - State Agencies
 - Subrecipients
 - Funding Opportunities
 - Resources for Applicants & Subrecipients
 - Annual Organization Registration
 - User Support
- Federal Reporting & Compliance
- Designated Grants
- FFATA
- Pandemic Funding Resources
- Forms
- Training

Funding Opportunities

- + How To Apply
- + Tips for Applicants
- + Tips for Consultants assisting Applicants

Current Funding Opportunities are Listed Below by State Agency and Division

State of Rhode Island

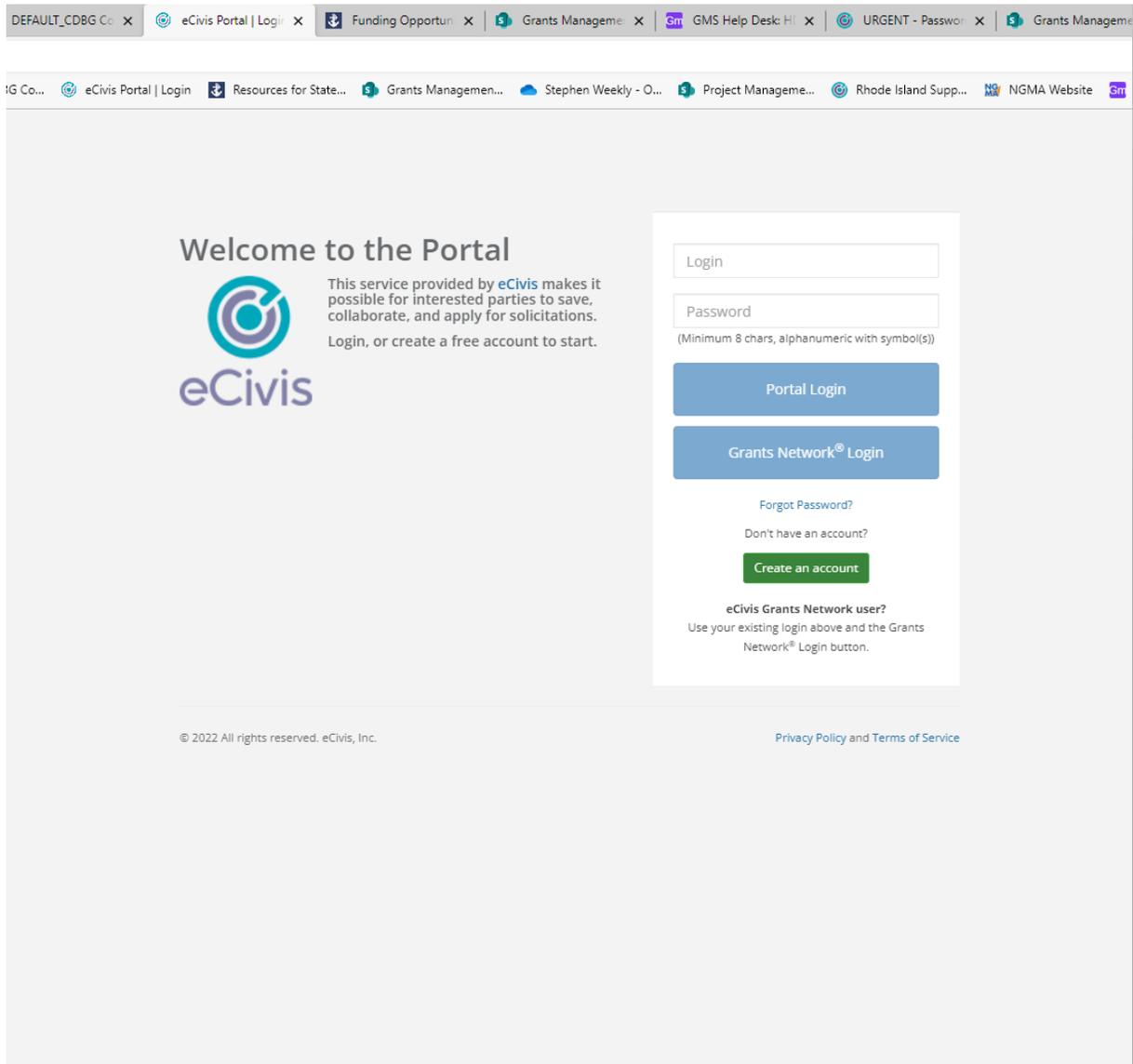
Specialty Crop Block Grant Mini Grant Program

Apply

Overview	Eligibility	Financial	Contact	Files
ID: N/A	Summary:			
Title: Specialty Crop Block Grant Mini Grant Program	Purpose The RI DEM Division of Agriculture (DEM) is pleased to announce a competitive solicitation process to award Specialty Crop Block Grant Program (SCBGP) funds for projects that enhance the competitiveness of specialty crops. Specialty crops are defined as fruits and vegetables, dried fruit, tree nuts, horticulture, and nursery crops, including floriculture. Please visit USDA's web site at https://www.ams.usda.gov/services/grants/scbop to view a comprehensive list of eligible specialty crops, ineligible commodities, and examples of projects that enhance the competitiveness of specialty crops under the SCBGP.			
Application Start Date: 08/04/2022	Funding and Duration			
Application End Date: 12/31/2022				
CFDA: 10.170				
Reference URL: http://www.dem.ri.gov/programs/agriculture/ri/grants-specialty-crop.php				

Finding Rhode Island Grants – Funding Opportunities

- 01** Find Funding Opportunities and Links to start Applications
- 02** RI Funding Opportunities.
- 03** [RI Funding Opportunities Website | controlleradmin \(ri.gov\)](http://www.controlleradmin.ri.gov)



Finding Rhode Island Grants – eCivis Portal

01

<https://portal.ecivis.com/#/login>

02

Select “Portal Login”

03

Email invite for Non-competitive/Direct to Award (DTA) only

Portal Access Tips & Recommendations

- The Grants Management Office recommends you use Google Chrome to access the eCivis Portal
- Make sure to click the Portal Login BOTH when you log into the Portal, and when you access a grant application in the Portal.
- If you are having trouble logging in to the Portal, clear your browser cookies or use an Incognito mode
- If a grant application in the Portal isn't loading or is giving you an error, allow all browser cookies
 - Instructions for cookies and general help can be found on the GMO website at <https://controller.admin.ri.gov/grants-management/grant-management-system-gms/subrecipients/resources-applicants-and-subrecipients>
- If your organization is helping or providing computers for multiple applicants, Grants Management recommends your applicants use an Incognito mode and that the browser is closed out completely between applicants.
- For technical help with the Portal, please use the GMO User Support Form at <https://controller.admin.ri.gov/grants-management/grant-management-system-gms/user-support/contact-gms-support-0>

Accessing Applications and Registration

- Link <https://controller.admin.ri.gov/grants-management/grant-management-system-gms/subrecipients/funding-opportunities> for
 - ✓ Annual Organization Registration
 - ✓ Funding Opportunities
- Access to current public solicitations
 - ✓ **Apply** button sends you to eCivis Portal
- Application Deadline
 - ✓ Defaults to 11:59 PM on the *Application End Date*
 - ✓ See *Overview* tab in solicitation, in case of earlier deadline

Annual Organization Registration

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Annual Organization Registration

Purpose: To collect important information 1/year, instead of with every application and support connections with state financial system

Complete once per organization per year

Recommendation:

CFO completes Annual Org Registration

3 Stages:

- General
- Self Risk Assessment
- Federal Funding Accountability and Transparency Act (FFATA)

Prerequisites:

- Unique Entity Identifier (UEI), available at SAM.gov
- Ocean State Procures (OSP) registration
- Single Audit upload to Federal Audit Clearinghouse (FAC), if applicable

Applying

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Budget Application

		<u>Ext Cost</u>	<u>Direct Co:</u>		
PERSONNEL Totals:		\$120.00	\$120.00		
on	Units	Unit Cost	Extended Cost	Cost	GL Coc
	1.00	\$20.00	\$20.00	\$20.00	
es	0.20	\$500.00	\$100.00	\$100.00	
es	0.00	\$0.00	\$0.00	\$0.00	
s)	0.00	\$0.00	\$0.00	\$0.00	
	0.00	\$0.00	\$0.00	\$0.00	

- The gray box at the top of each section auto-calculates.
- For each row in a section, fill in the number of Units and the Unit Cost fields, OR just the Cost field.
- For each row, you can select whether that budget item is Direct, Indirect or Match, and will calculate automatically in the gray box

Consultants Applying on Your Behalf

A 3rd party consultant **cannot** apply to the same program on behalf of multiple entities using the **same** eCivis Portal account/email address. The options for entities using consultants to assist with grant applications are:

1. The consultant creates eCivis account to view application forms directly. Consultant provides content to applicant. Applicant fills out application in eCivis Portal. Recommended because applicant will be able to directly review/accept the subaward, if selected for funding.
2. Applicant creates an eCivis Portal account (including email) for temporary use by consultant. Consultant completes application. If selected for award, account is transitioned back to applicant.
3. The consultant creates an eCivis account, completes and submits the application. If selected for funding, the consultant would go through the award review/acceptance process, including upload of documents signed by the applicant's Authorized Representative. Once awarded, the consultant adds the applicant to the project team. *Note: This is not an option if the consultant is applying to the same program on behalf of different entities.*

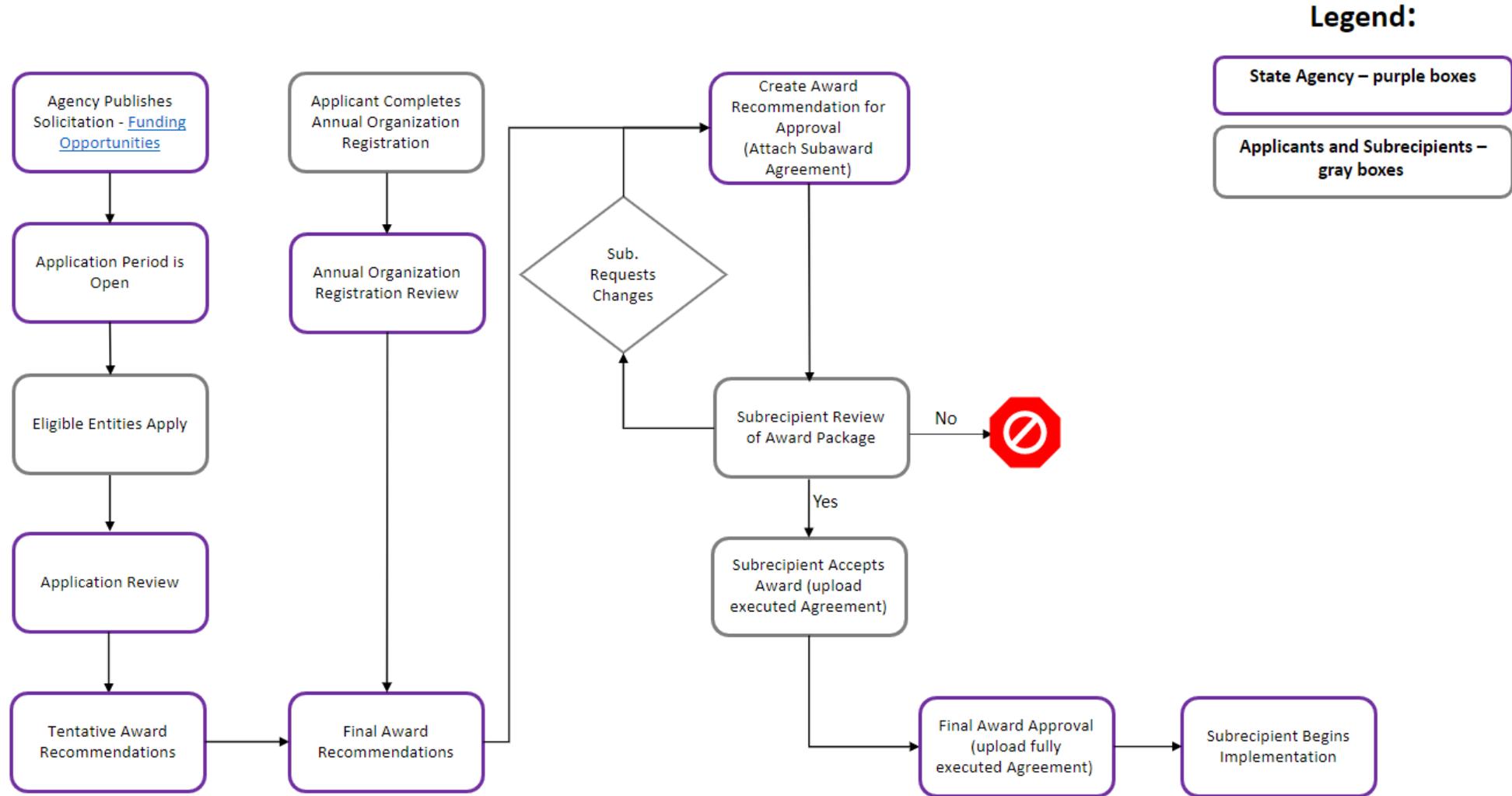
Accepting Awards

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Accepting an Award – Competitive Programs

1. You will be notified via email (Support@eCivis.com) if your application has been selected for award
2. Status will also change from Under Review to Pending Acceptance in eCivis Portal
3. Award acceptance process (review of files, budget, goals, uploading signed agreement, etc.) completely through eCivis Portal

Competitive Application Workflow

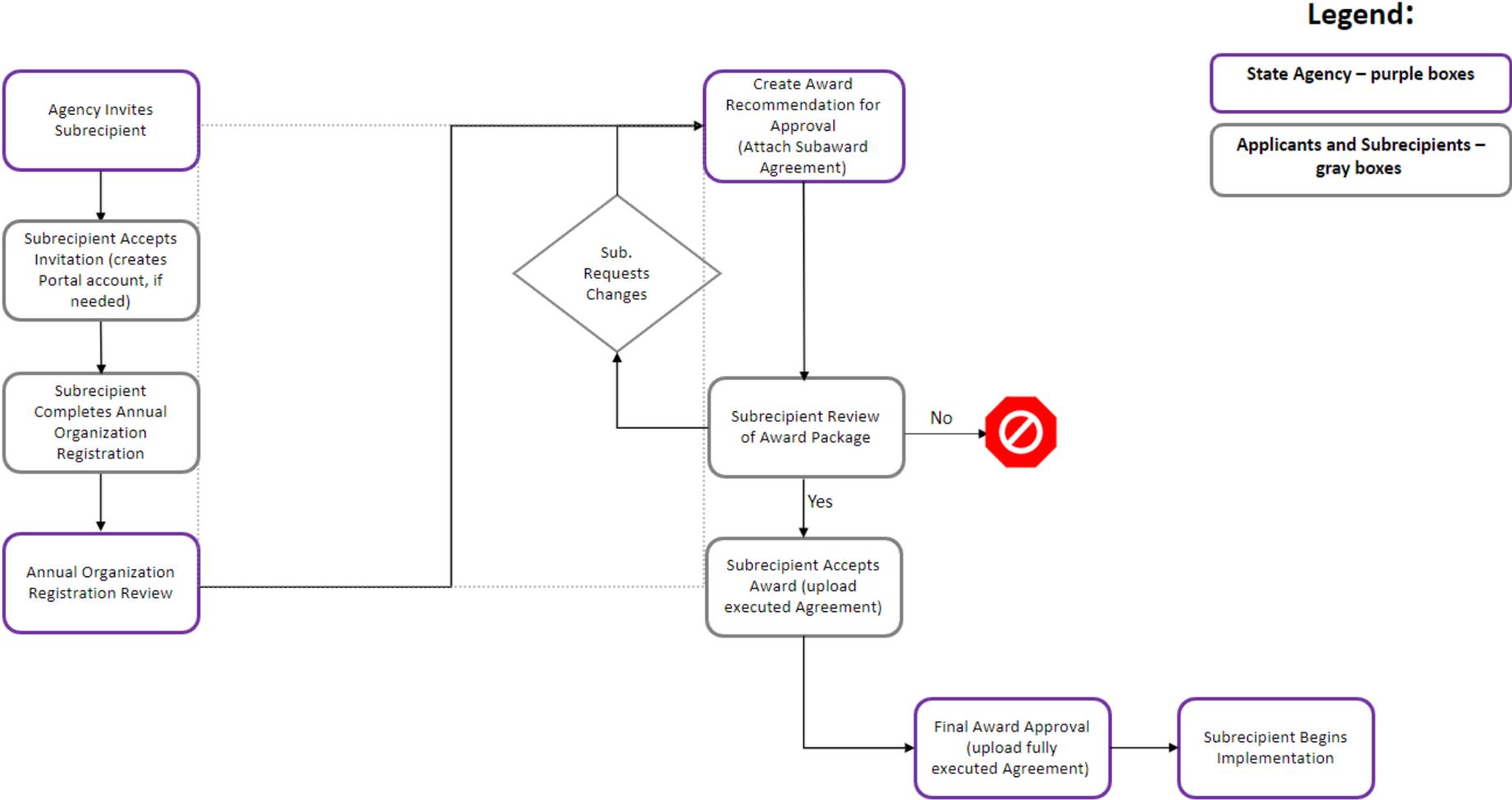


Last Updated: 9/6/2022

Accepting an Award – Direct/Non-Competitive Programs

- You will be notified via email (Support@eCivis.com) that a state agency has invited you to accept a Direct Award
- Award acceptance process (review of files, budget, goals, uploading signed agreement, etc.) completely through eCivis Portal

Direct/Non-Competitive Award Workflow



Last Updated: 9/6/2022

Managing Awards

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Managing an Award – Requesting Payment

- Submit a “Financial Report”
- Bill against budgeted line items only
- Must attach backup
- Confirm Reimbursement Request amount is correct
- Status will update
- State prompt payment law (30 days) still applies
- Do NOT submit via I-Supplier
- Payment requests and Amendment requests cannot be pending at the same time

Managing an Award

- Manage Project Team – Add colleagues
- Submit Activity Reports (AKA Program or Performance Reports)
 - ✓ Report on goal/subgoal progress, if applicable
 - ✓ Narrative, Attachment
 - ✓ Frequency
- Miscellaneous Reports – program/subaward specific
- Request Grant Amendment
- Initiate Closeout
- View Budget/Goals/Files

Support and Resources

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Support Tickets

Issues for which you should submit a Support Ticket include, but are not limited to:

01

Access/log-in issues for the Portal

02

Applications/information not loading in Portal

03

RI Grants policy-related questions

04

GMS resources, such as trainings

05

Budget not calculating correctly

Programmatic Questions

The Grant Management Office (GMO) does NOT answer specific programmatic questions about individual grants. For questions on how to fill out a grant requirement or what the issuing agency is looking for, please refer to the "Contact" tab on the Solicitation. These questions include, but are not limited to:

01

Guidance on answering grant questions

02

How to download/upload and fill out mandatory program documents

03

Timeline/budget/evaluation specifics

04

Issues with Solicitation on Funding Opportunity Page

Grants Management Resources and Links

- Funding Opportunities: <https://controller.admin.ri.gov/grants-management/grant-management-system-gms/subrecipients/funding-opportunities>
- Annual Org Registration: [Annual Org Registration Frequently Asked Questions](#)
- Annual Org Registration Guide: <https://controller.admin.ri.gov/media/6446/download>
- eCivis Portal Training Materials: [Resources Page](#)
- Login or Technical Issues: [GMS Support](#)
- eCivis Portal: <https://portal.ecivis.com/#/login>
 - Create an account
 - Always login using “**Portal Login**” option

Introduction to GMS Subrecipient and Applicant Training

- Offered additional times in 2023
 - TBD refer to website below for future offerings of this training.
- Signup form available at <https://controller.admin.ri.gov/grants-management/training/upcoming-training>
- Please sign up for the date/time that best fits your schedule
- Please feel free to share this link with others from your organization or other organizations

Presenters

01

Steve Thompson, Chief of Strategic Planning, Monitoring, and Evaluation

02

Laura Sullivan, Interdepartmental Project Manager

03

Katje Benoit, Data Migration Specialist